



## LOUISIANA USED MOTOR VEHICLE COMMISSION

3132 Valley Creek Drive  
Baton Rouge, Louisiana 70808  
MAIN# (225) 925-3870 FAX # (225) 925-3869  
[www.lumvc.louisiana.gov](http://www.lumvc.louisiana.gov)

### **USED DEALER LICENSE REQUIRMENTS - INITIAL**

***PLEASE READ ALL OF THIS INFORMATION CAREFULLY BEFORE COMPLETING AND SUBMITTING YOUR APPLICATION. INCOMPLETE OR INACCURATE INFORMATION WILL DELAY YOUR LICENSE. APPLICATION MAY BE HAND DELIVERED, BUT THAT WILL NOT SPEED UP THE PROCESS.***

In order to have a Louisiana Used Car Dealer's License, you must have an established place of business which means the place owned or leased and regularly occupied by a person, partnership, corporation, limited liability company, or other entity licensed for the principal purpose of selling used motor vehicles, crushing, or compacting used motor vehicles and selling the crushed or compacted vehicle for scrap, or engaging in the business of a dismantler and parts recycler, where the products for sale are displayed and offered for sale, and where the books and records required for the conduct of the business are maintained and kept.

#### **APPLICATIONS**

- Complete and sign all applications
- You may scan and return via email to the appropriate Administrative Coordinator (view website for email address). Payment should follow no later than 10 days.
- Each dealership must have at least one salesman.
- **IMPORTANT:** You must submit an additional fee of \$35.00 for each applicant if they have been convicted or pled guilty of a felony other than a traffic violation within the past ten (10) years for a criminal history background check.

#### **EDUCATIONAL TRAINING SEMINAR**

- Complete and return the attached Educational Training Seminar Registration Form
- You will be scheduled for next available date. Dates are available to view on website.
- One of the following must attend: Owner, general manager, office manager, title clerk, or salesman

#### **SURETY BOND**

***NOTICE: The surety bond must be on the form provided by our office or use the EXACT LANGUAGE contained in the form provided. Copies of completed forms are acceptable.***

The Surety Bond must have the following information:

- The amount of coverage must be either:
  - \$20,000 (if you sell 119 units or less in a twelve month period)
  - \$35,000 (if you sell 120 units or more in a twelve month period).
- The bond number must appear on the face of the bond
- The exact principal's ownership, trade name of business, and physical address
- Type of ownership must be marked
- Effective & Ending Date of Bond
- Must be held and firmly bound to, the State of Louisiana, through the Louisiana Used Motor Vehicle Commission.
- Must be in force throughout the license period
- Signature of the principal of the dealership and witness
- Signature of Surety and Witness
- Bond Company must have seal on form
- Power of Attorney must be attached

### **GARAGE LIABILITY INSURANCE**

The Acord Certificate of Liability Insurance must have the following information:

- Name of the insured
- Physical address of insured
- Name and address of the garage liability insurance company
- Name and address of the garage liability insurance agency
- Phone and fax number of the insurance agency
- Garage liability box must be marked
- Garage liability policy number
- Effective & expiration dates of the policy
- Minimum limits are \$55,000.00
- Certificate Holder must read: *Louisiana Used Motor Vehicle Commission, 3132 Valley Creek Drive, Baton Rouge, LA 70808*
- List all insured salespeople
- Must indicate correct symbols or indicate, "Any auto held for sale of trade".

### **RENTAL INSURANCE**

- **Rent with the Option to Purchase:**
  - Must secure Contingent Liability Insurance
  - Minimum limits of \$100,000/\$300,000/\$50,000
  - Must be placed, if available, through an insurance company licensed by and admitted in the state of Louisiana
  - Certificate holder must read: *Louisiana Used Motor Vehicle Commission, 3132 Valley Creek Drive, Baton Rouge, LA 70808*
- **Daily Rental:**
  - Must secure "Schedule Auto" Insurance
  - Minimum limits of \$15,000/\$30,000/\$25,000
  - Certificate holder must read: *Louisiana Used Motor Vehicle Commission, 3132 Valley Creek Drive, Baton Rouge, LA 70808*

### **ZONING VERIFICATION**

- This form must be completed by your local zoning authority
- You must comply with the local zoning laws or the municipal requirements
- If location is zoned, zoning code must be indicated

### **BUSINESS SIGN**

- Permanently affixed sign reading the exact trade name
- Sign must be placed in front of the business and clearly visible from the street or roadway
- Minimum size of 16 square feet (4'x4')

### **BUSINESS TELEPHONE**

- Installed at the place of business
- Must be a landline, no cellular phones
- Listed will Nationwide Directory Assistance (411)

### **RENTAL PURCHASE AGREEMENT (for Rent with the Option to Purchase)**

- Submit a blank copy of your Rental Purchase Agreement
- Must be made in clear and conspicuous language

- ❖ Applications are processed in the order received. Please allow approximately 14 business days for processing all applications.
- ❖ Licenses are valid from date issued or January 1<sup>st</sup> whichever is later and will expire December 31<sup>st</sup>.
- ❖ Once applications are submitted to this office, your applications will be processed or a Sendback letter requesting additional documents will be sent. Please make sure we have a valid email address as Sendback letters will be sent using this method.
- ❖ A physical inspection will be conducted before licenses are issued.
- ❖ If you apply for multiple licenses for the same dealership and same location, you are allowed to use the same bond, business sign, business phone line, and zoning form.
- ❖ We encourage you to pay for your license online. If you choose not to complete and pay for your dealer license online, the dealer packets are available on our website at [www.lumvc.louisiana.gov](http://www.lumvc.louisiana.gov). You may remit all documents and payment to the *Louisiana Used Motor Vehicle Commission, 3132 Valley Creek Drive, Baton Rouge, LA 70808*.

Requirement Checklists	
<b><u>Used Dealer's License</u></b> <ol style="list-style-type: none"> <li>1. Completed Application</li> <li>2. Salesman Application(s)</li> <li>3. Surety Bond</li> <li>4. Garage Liability Insurance</li> <li>5. Zoning Verification Form</li> <li>6. Picture of Sign</li> <li>7. Installed Business Phone</li> <li>8. Fees</li> </ol>	<b><u>Rent with the Option to Purchase License</u></b> <ol style="list-style-type: none"> <li>1. Completed Application</li> <li>2. Salesman Application(s)</li> <li>3. Surety Bond</li> <li>4. Contingent Liability Insurance</li> <li>5. Zoning Verification Form</li> <li>6. Picture of Sign</li> <li>7. Installed Business Phone</li> <li>8. Copy of rental purchase agreement</li> <li>9. Fees</li> </ol>
<b><u>Crusher License</u></b> <ol style="list-style-type: none"> <li>1. Completed Application</li> <li>2. Salesman Application(s)</li> <li>3. Zoning Verification Form</li> <li>4. Picture of Sign</li> <li>5. Installed Business Phone</li> <li>6. Fees</li> </ol>	<b><u>Automotive Dismantle &amp; Parts Recycler License</u></b> <ol style="list-style-type: none"> <li>1. Completed Application</li> <li>2. Salesman Application(s)</li> <li>3. Zoning Verification Form</li> <li>4. Picture of Sign</li> <li>5. Installed Business Phone</li> <li>6. Fees</li> </ol>
<b><u>Daily Rental License</u></b> <ol style="list-style-type: none"> <li>1. Completed Application</li> <li>2. Salesman Application(s)</li> <li>3. Surety Bond</li> <li>4. Rental Insurance – Scheduled Autos</li> <li>5. Zoning Verification Form</li> <li>6. Picture of Sign</li> <li>7. Installed Business Phone</li> <li>8. Fees</li> </ol>	<b><u>Auction License</u></b> <ol style="list-style-type: none"> <li>1. Completed Application</li> <li>2. Must have or apply for Used Dealer's License</li> <li>3. Salesman Application(s)</li> <li>4. Surety Bond</li> <li>5. Garage Liability Insurance</li> <li>6. Zoning Verification Form</li> <li>7. Picture of Sign</li> <li>8. Installed Business Phone</li> <li>9. Fees</li> </ol>
<b><u>Used Parts &amp; Accessories License</u></b> <ol style="list-style-type: none"> <li>1. Completed Application</li> <li>2. Salesman Application(s)</li> <li>3. Zoning Verification Form</li> <li>4. Picture of Sign</li> <li>5. Installed Business Phone</li> <li>6. Fees</li> </ol>	<b><u>Salesman License</u></b> <ol style="list-style-type: none"> <li>1. Completed Salesman Application</li> <li>2. Name added on certificate of insurance OR a written statement indicating you will not drive any vehicles on or off the lot.</li> <li>3. Fees</li> </ol>

Type of License	Application Fee	Term of License
Used Dealers License	\$400.00	2 years
Crusher License	\$400.00	2 years
Automotive Dismantler & Parts Recycling License	\$400.00	2 years
Rent with Option to Purchase License	\$400.00	2 years
Daily Rental License	\$400.00	2 years
Auction License	\$400.00	2 years
Used Parts & Accessories License	\$400.00	2 years
Salesman License	\$25.00	1 year
Additional Location	\$200.00	2 years

**BE ADVISED THAT A RENEWAL APPLICATION PACKET IS NOT COMPLETE UNLESS ALL REQUIRED DOCUMENTS ARE COMPLETED, SUBMITTED, AND ALL FEES ARE PAID IN FULL.**

Please email any questions you may have to [info@lumvc.louisiana.gov](mailto:info@lumvc.louisiana.gov) or your Administrative Coordinator. You may also visit our website at [www.lumvc.louisiana.gov](http://www.lumvc.louisiana.gov) for additional information or forms.